Prepare and Distribute NGB Form 22 (National Guard Report of Separation and Record of Service) Process: Preparation of separation documents for every Soldier being separated from the ARNG or released from the custody and control Decision Shared Predefined Off-Page **Process** Process of the military Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process (Pg. 1 of 1) State/Approval Authority Valid NGB Review the draft NGB Form 22? Return to originator Form 22 (iPERMS) (iPERMS and RPAM) G1/J1/Branch Specialist Produce final NGB Form 22 series BN/BDE/Human Resources (HR) Professional Go to Prepare and Distribute DD Form Go to Processing 214 (Certificate of documents in Release or Discharge iPERMS Process From Active Duty) (Steps 3-20) **Process** (Complete Map) Yes Soldier also being Start Scan NGB Form Validate Soldier's Receive discharge released from Active Generate draft NGB discharge date and 22 order from the State Duty? Form 22 close-out (MILPO Orders) (TRANSPROC) (RPAM) **Unit Commander** 12 Counsel the End Soldier